

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: Business dinner with the President of Marshall University
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Huntington/Tri-State
4. Destination address: Huntington/Tri-State airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	12/19/2016	MGW		Huntington, WV
2	12/19/2016	Huntington, WV		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Business dinner with the President of Marshall University, Jerome Gilbert, and his wife Leigh. President and Mrs. Gilbert will also give President Gee and Mrs. Erickson a private tour of the official residence of the Marshall University president.	4
2	Laurie Erickson		Guest of President Gee	President's Office		4

5. Lead passenger name / cell number: Gee- on file

6. Ground transportation:

No ground transportation required.

I prefer to set up my own ground transportation.

I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:

No catering required.

Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:

X



Printed: Amy Garbrick

Date: 12/16/14

For internal use:

9. Approved by WVU President's Office:



Date sent to LJ Aviation: 12/16/14

Printed name: Amy Garbrick

Updated: 12/29/2014